

**TRINITY VALLEY COMMUNITY COLLEGE**  
**100 Cardinal Drive Athens, TX 75751**  
**FEDERAL WORK-STUDY**  
**JOB POSTING**

**ALL ITEMS BELOW ARE REQUIRED FOR JOB POSTINGS:**

|  |                               |
|--|-------------------------------|
| POSITION NAME                              | <u>Clerk</u>                  |
| CLASSIFICATION<br>(e.g.,tutor 1, lab tech) | <u>Library Desk Clerk</u>     |
| DEPARTMENT                                 | <u>Library</u>                |
| SUPERVISOR                                 | <u></u>                       |
| CAMPUS LOCATION                            | <u>Palestine Campus</u>       |
| OFFICE (Bldg & Room #)                     | <u>Anderson Bldg- Library</u> |
| OFFICE PHONE #                             | <u>903-723-7024</u>           |
| OFFICE CONTACT HOURS                       | <u>8am-4:30 pm</u>            |
| # OF STUDENTS NEEDED                       | <u>2</u>                      |
| # OF HOURS PER WEEK                        | <u>19</u>                     |
| RATE OF PAY                                | <u>\$7.25</u>                 |
| LENGTH OF EMPLOYMENT                       | <u>One semester</u>           |

QUALIFICATIONS Must be enrolled in a minimum of 6 credit hours. Must be able to work up to 19  
hours a week and help students, staff, and faculty with duties as needed.

ROLE/DUTIES/RESPONSIBILTIES Assist with clerical duties: faxing, copying, maintaining  
supplies, answering phone calls. Computer knowledge and canvas navigation knowledge is  
needed. Must keep the LRC tidy and clean.

\*Student worker will be evaluated at the end of the semester or when student is no longer working.